



# BOISE HARVEST COLLEGE

Student Handbook 2022-2023



# INTRODUCTION

Let no one despise your youth, but **be an example to the believers** in word, in conduct, in love, in spirit, in faith, in purity.

Till I come, give attention to reading, to exhortation, to doctrine. Do not neglect the gift that is in you.

Meditate on these things; **give yourself entirely to them, that your progress may be evident to all.** Take heed to yourself and to the doctrine. Continue in them, for in doing this you will save both yourself and those who hear you.

1 Timothy 4:12-16

As a leadership training program, Boise Harvest College students are expected to be an example in their character and lifestyle, and to live above reproach in all areas. In light of this, specific guidelines have been established to help each intern accomplish this.

These policies and guidelines are in affect throughout the entirety of the school year, including winter break and spring break. BHC is intended for people who are serious about following Jesus and becoming all they can be in preparation for His purposes.

The BHC staff have an open-door policy. We are here to help students grow as leaders and disciples of Christ. If a student is struggling in any area of their life, they are encouraged to come and talk to us!

Boise Harvest College reserves the right to change, modify, revoke, and add to the policies and/or procedures as described in this Handbook at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook applies to all students.

## Table of Contents

BHC MISSION AND CORE VALUES .....	3
INTERNSHIP .....	5
INTERN POLICIES & EXPECTATIONS .....	8
ACADEMICS .....	12
BOISE HARVEST COLLEGE PLEDGE OF HONOR .....	17



# BHC MISSION AND CORE VALUES

## MISSION

The mission of Boise Harvest College is to forge Christian leaders who will advance the Kingdom of God in both church and society. BHC is a leadership training school committed to making disciples who will bring the transforming message of Jesus Christ to their world. We want to equip the next generation to develop a deep love for Christ, learn a strong biblical foundation for their faith, and be salt and light wherever God might send them—from the marketplace to medical professions to politics to the education system. Our vision is to raise ministers of the gospel that would change the world for Christ, first on their knees and then wherever God might send them.

## CORE VALUES

Our core values stem out of the mission and vision of Harvest Church.

### LIVE LIKE JESUS, SHARE HIS LOVE

These are the values that mark our community:

1. **KINDNESS**— It is paramount that BHC students demonstrate God's love by being kind.
  - a. Proverbs 19:22 "What is desired in a man is kindness."
  - b. John 13:35 "By this all will know that you are My disciples, if you have love for one another."
  - c. 1 Corinthians 13:2 "And though I have the gift of prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing."
2. **JOY**— Jesus was known for having joy above His brethren, following His example, BHC interns "Serve the Lord with gladness" (Psalm 100:1). Thankfulness is key to this!
  - a. Hebrews 1:9 "You have loved righteousness and hated lawlessness; therefore God, Your God, has anointed You with the oil of gladness more than Your companions."
  - b. Nehemiah 8:10 "Don't be dejected and sad, for the joy of the Lord is your strength!"
  - c. Psalm 100:4 "Enter His gates with thanksgiving and His courts with praise; give thanks to Him and praise His name."
3. **HOLINESS**— What gave Jesus joy in Hebrews 1? Holiness! As we learn to love what God loves, and hate what He hates, we grow as wholehearted disciples of Christ.
  - a. Hebrews 1:9 "You have loved righteousness and hated lawlessness; therefore God, Your God, has anointed You with the oil of gladness more than Your companions."
  - b. Romans 12:1 "Therefore, I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship."
4. **AVAILABILITY**— Just as Jesus "Did not come to be served, but to serve others and to give His life as a ransom for many," one of the traits of BHC interns is an attitude of readiness to serve (Mark 10:45).
5. **TEACHABILITY**— This is easy if you are humble and decide to approach life as a learner!
  - a. Proverbs 12:15 "The way of fools seems right to them, but the wise listen to advice."



- b. Matthew 3:11-12 “The greatest among you will be your servant. For those who exalt themselves will be humbled, and those who humble themselves will be exalted.”
  - c. Psalm 149:4 “The Lord takes delight in His people; He crowns the humble with victory.”
6. GROWTH – God does not call the equipped; He equips the called. Here at BHC, our mission is to train, educate, and equip students as disciples of Christ. We don’t expect perfection. We do expect growth.
- a. Proverbs 10:17 “Whoever heeds instruction shows the way to life, but whoever ignores correction leads others astray.”
  - b. Psalm 25:9 “He guides the humble in what is right and teaches them His way.”
  - c. Proverbs 15:31-32 “If you listen to constructive criticism, you will be at home among the wise. If you reject discipline, you only harm yourself; but if you listen to correction, you grow in understanding.”

## BUILT TOGETHER TO REACH THE WORLD

These are a few of the values that define Harvest Church, and by extent, BHC:

1. AUTHORITY OF THE SCRIPTURES – We believe that the Word of God is to be the final authority for all our beliefs and practices.
2. HOLY SPIRIT – We seek the effective working of the Holy Spirit in our lives, ministries, and corporate gatherings.
3. LOCAL CHURCH – As God’s final instrument, we are confident of the local church’s critical role in the Kingdom, and its ultimate success. For this reason, it is our context for ministry training.
4. HERITAGE – We honor and carry forward the rich spiritual heritage of our church; we come from roots that pioneered the free praise and worship movement, Bible colleges, church plants, global pastors ministry, and more.
5. VISION – We are marked by our vision to change the world. As a church, we seek to create ministries that can be used to plant churches, orphanages, and schools all around the world. Our vision is huge. Join us as we seek to boldly move forward into the vision and calling of God!



# INTERNSHIP

First and foremost, BHC is about discipleship. We are not only an academic institution, but also a leadership training internship. When a student enrolls in BHC, they are also enlisting in an intensive discipleship training program. The most important area a student can grow in during their time at BHC is their personal relationship with Jesus Christ.

## SCHEDULE

Our schedule is built to be 3.5 days of school/ministry and give students 3.5 days for work and homework. The 2022-23 schedule is as follows:

Tuesday-Thursday: 8:30am-2:30pm

Friday: 8:30am-12:00pm

Students are asked to not to work on Tuesdays, as well as the night their small group meets (either Wednesdays or Thursdays) and are encouraged to schedule work and appointments on Mondays, Friday afternoons/evenings, and Saturdays.

We realize that most students will need part-time employment to meet expenses. Due to the rigorous schedule and commitment required during this season, students are asked to limit their part-time workweek to 20 hours or less. Students working less than 12 hours/week will be assigned volunteer duties.

## ATTENDANCE

“And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also.” 2 Timothy 2:2

The only way for students to receive from the BHC experience is to attend. Faithful and timely attendance to all BHC and Harvest Church functions is very important. Our goal is to train leaders in the church, by the church, and for the church. Students must attend weekend services, small group, Tuesday Young Adult services and functions, and any specified special services. Attendance to church events (corporate services, prayer, small group, special meetings, etc.) will be tracked with each student’s mentor.

- BHC students are **not allowed to miss more than 3 days of school during any given semester**. Should a student be sick for that length of time, approvals for other absent time may not be given. Absences above the limit can result in the failure of or removal from BHC.
- Conflicting work schedules with BHC or Harvest Church events must be communicated to the BHC Director as soon as the work schedule is given. (This includes small group, applicable ministry summits, special events, etc.)
- Tardiness is unacceptable. Each instance of arriving 10 or more minutes late is considered an absence. If a student is not seated at the start of class, he or she is recorded as tardy.
- A student is responsible for class content when absent.

Missing BHC or church for any reason must be approved through the BHC Director and must be communicated at least one week in advance. Occasionally, the normal schedule may be interrupted



for special events. In the event of an extra retreat or conference, involvement in these events will be required for all BHC students.

## MENTORSHIP PROGRAM

Each student will be paired with a mentor for the school year. Typically, the mentor is also the intern's small group leader; if they are not in a small group, they will be assigned one for the school year. Students will be asked to lead a small group, and will be trained under their mentor to do so. Students will all be preparing to lead. Mentors will be available to meet with students monthly. This does not limit the student's relationship to their mentor: should the student have a need, they are encouraged to contact their mentor for help in any matter.

## SERVING & PRACTICUM CREDIT

"He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so that the whole body is healthy and growing and full of love." Ephesians 4:16

As interns of Harvest Church, each student will serve in a ministry. Students will develop a love for the Body of Christ as well as discover and cultivate their own gifts and calling. Students are asked to take ownership of Harvest Church and BHC practicum events and projects, taking responsibility to make them a success.

PBC requires students to volunteer a minimum of 30 hours a semester to fulfill the practicum credit. In conjunction with Sunday serving opportunities, students will be placed into Ministry Tracks, where they will work closely with a ministry lead during the week to learn the ins and outs of that ministry. Hours put in for a Ministry Track can be counted toward practicum. The successful completion of the practicum credit is a graduation requirement.

BHC interns will serve in their Ministry Tracks for the duration of the school year, even once practicum hours have been reached. Getting a class credit is an added bonus of the program but is not the reason for serving: as Christians, we follow Christ's example in "coming to serve, not to be served" (Mark 10:45).

## MISSIONS TRIP

Each year, students have the opportunity to participate in a missions trip (usually between semesters in January). Students are required to attend one international missions trip during their two years in the BHC program. Mission trips will be arranged every year through Harvest Church Missions. Students are encouraged to attend a missions trip both years should finances allow it.

The following can disqualify an intern from participating in the missions trip:

- Letters of concern from mentor or BHC faculty: all interns, especially those representing the church in a foreign context, must "be an example to the believers." Participating on a missions trip is a privilege and an honor: a student with a poor reputation may disqualify themselves from going.
- Excessive warnings (verbal or written)
- Missions trip not paid in full beforehand
- Intern is behind on tuition payments



## BHC FORMS

BHC interns are required to fill out certain forms on a daily, weekly and monthly basis.

- SIGN-IN: BHC Interns are required to sign-in every day for classes, and (with their mentors) for church services and special events.
- TIME LOGS: Interns are taught the importance of time management and accountability. Every week, students fill out a time budget of what they are planning to do in the coming week as well as what they actually did during their previous week.
- BHC BUDGET: Each student is required to submit a financial budget and hold to that budget throughout the year.
- HOUSE FORM: Once per month, students submit a House Form that is to be filled out by their parent or other head of household/roommate. Students are rated by their parent/roommates on their general habits around their home and in their off-hours.

## PAYMENT POLICIES

BHC is designed for students to complete each year with their education paid in full. BHC offers an interest-free payment plan to all students consisting of a down payment and subsequent monthly payments. The down payment for full-time students is a minimum of \$2,000, due the first day of Orientation. The remaining balance is then divided equally between 8 months, October through May, and placed on a monthly payment plan. Students will sign a personalized financial contract at Orientation that details what they have paid to date and their monthly payments.

Payments are due in full the 1<sup>st</sup> of each month starting in October. If payment is late or incomplete, a \$20 fine will be incurred. If any payment is 30 days overdue, the student will be withdrawn from BHC. Payments can be made by card or direct deposit via the student's Curacubby account, or by check or cash at the church offices.

**WITHDRAWAL PROCEDURES:** Withdrawal from the school is permissible after consulting with the Director and officially withdrawing from classes with the Administrator. Unofficial withdrawals result in failing grades.

*Payment plan:* If a student is on a monthly payment plan and chooses to withdraw within the first two weeks of classes, they will receive a 50% refund on their down payment. After the 2<sup>nd</sup> week of school, no refund will be given.

*Paid in full:* If a student has paid in full and chooses to withdraw within the first two weeks of classes, they will receive an 80% tuition refund. Withdrawal between the 3<sup>rd</sup> and 4<sup>th</sup> weeks will result in a 60% tuition refund, at 5<sup>th</sup> and 6<sup>th</sup> weeks is 40%, and 7<sup>th</sup> and 8<sup>th</sup> weeks is 20%. After the 8<sup>th</sup> week of school no tuition refund will be given.

## PLEDGE OF HONOR

All students, part-time and full-time, are asked to sign the BHC Pledge of Honor as a sign of their commitment to the school, fellow students, and faculty (see p. 18). Violations of the Pledge of Honor are taken seriously.



# INTERN POLICIES & EXPECTATIONS

## PERSONAL DEVOTIONS

Students are required to maintain a devotional life of prayer, worship, and Bible reading on both school and non-school days.

Bible Reading Plan and Journal: Students will follow a Bible reading plan that will allow them to finish the whole Bible once a year. Students are required to journal at least twice a week based on their Bible reading. The format for the Bible journaling is REAP: read a scripture and write it out, write an examination, an application, and finally a prayer.

Morning Prayer: Each morning at school, students start the day in a time of worship, personal prayer, and Bible reading or a discussion where they share a new entry from their Bible journal.

## HOME EXPECTATIONS

- Personal living space: Beds must be made daily, and students are expected to keep their room clean and tidy at all times. If a student needs help in organizing or cleaning their room, we are ready and willing to help in all areas of growth and development.
- Shared living space: Students must respect the shared living space of the home they are living in. Always be willing to lend a helping hand and keep things put away.
- Chores: If a student has assigned chores, they are expected to complete them timely and completely (go above and beyond)!
- Rent: Students paying rent are expected to have it paid on or before the due date.
- Room & Car Checks: Spontaneous bedroom and vehicle inspections can and will be done at any time. A fee of \$15 will be charged to any student that has an untidy room, vehicle or school cubby. Penalties must be paid within 48 hours of the inspection.
- House Form: Evaluations will be reviewed, and, if necessary, steps of action will be taken to help train students to become excellent in all areas of life!

## CURFEW

For the duration of the program, students are to abide by curfew. This is the time students should turn in for the night and ready themselves for the next day. Curfew times are as follows:

- Sunday-Thursday: 11:00pm
- Friday: 12:00am
- Saturday: 10:00pm

Each day when students arrive at school, they are to sign in on the sign-in sheet in the hallway with the time they arrived at school and the time they went to bed (lights out, off phone) the night before.

## MORALITY AND ETHICS

Students are expected to exemplify Christian morality and ethics both publicly and privately. This includes refraining from the following:

- Dishonesty in any form
- Sexual immorality (any and all sexual activity outside of a biblical marriage)
- Theft
- Abusive behavior (physical, emotional, verbal, mental, etc.)



- Felony offences including the illegal possession and use of illegal drugs

## PERSONAL PURITY

Students are expected to abstain from the following:

- The use or possession of pornography
- The use of tobacco
- The use of alcoholic beverages or marijuana
- Gambling in any form
- Social dancing, clubbing, etc.
- Being in an inappropriate or compromising situation with a member of the opposite sex
- The use of vulgar, profane, or suggestive language (whether voiced, written, or worn)

As a leadership training program, BHC interns desire to live a life above reproach. Romans 16:19 says “I want you to be wise in doing right and to stay innocent of any wrong.” In light of this, media choices are important. Media guidelines:

- What students watch, read, listen to, or participate in should be above reproach. A good filter is asking the questions: Am I following Jesus in every area of my life? Does this media help me accomplish this?
- Students must obtain approval from the BHC director to watch movies or content over a PG-13 rating. If in doubt, check an appropriate review system such as [kidsinmind.com](http://kidsinmind.com) or contact a member of the BHC staff. The purpose: we want train you in discretion that would be commendable for the gospel!
- Students must use discretion when using social media of any kind. Students need to recognize that the way they use social media reflects not only themselves, but BHC and Harvest Church as well.

## PERSONAL APPEARANCE

Boise Harvest College is a leadership training program. Your personal presentation is important. Harvest Church leadership expects you to strive to achieve a positive image when representing the church—and Christ.

All students are asked to groom in a clean manner appropriate to the church context. Students are expected to wear appropriate clothing (no athletic wear, shorts, or sweats) to all classes, chapels, and church services. Jeans and a T-shirt is perfect! There will be specified dress up days depending on the occasion. The dress code guidelines are as follows:

Men should refrain from any feminine appearance, just as women should refrain from any masculine appearance. Hair (or makeup if applicable) should not be styled in an extreme manner. Students are not to draw undue attention to themselves in their dress and appearance. The school reserves the right to ask a student to adjust their personal appearance as is deemed appropriate.

- MALE STUDENTS: Shirts must be worn at all times. Shorts and tank tops are not allowed at school.
- FEMALE STUDENTS: Clothing must be modest and appropriate. The mid to low back, stomach, and undergarments are not to be showing. No spaghetti straps, halter tops, strapless or off-the-shoulder garments are allowed. Skirts and dresses must be below mid-thigh (i.e. more than halfway to knee). Ripped jeans or pants should not have exposed holes above mid-thigh. Leggings



can be permitted if styled well and outfit covers bum. No excessively tight-fitting clothing is permitted.

To give you wisdom in this area, the questions below should guide your decision-making:

1. Is my attire a representation of excellence and spiritual maturity?
2. Is there anything about my clothing, or lack thereof, that could be a stumbling block to the opposite sex?

2 Corinthians 6:3 “We put no stumbling block in anyone’s path, so that our ministry will not be discredited.”

## RELATING TO OTHERS

Loving others is a sign of being a Christian: “Beloved, let us love one another, for love is of God; and everyone who loves is born of God and knows God. He who does not love does not know God, for God is love.” 1 John 4:7-8

Students are to relate to each other in a Christ-like manner, respecting each other, encouraging each other, deferring to each other, caring for each other, and supporting each other. We also ask them to avoid gossip, negative criticism, rejection, cliquishness, and judging others. Value others as God does and support His work in their life. As one of our core values, a reputation of kindness is paramount: rudeness will not be tolerated.

It is expected that all students will be respectful and responsive to all BHC faculty and ministry leaders.

## GUY/GIRL RELATIONSHIPS

We believe BHC students are to dedicate this season to growing in the Lord and learning how to interact with others as brothers and sisters in Christ. Therefore, we ask students to set this time aside to focus on their training and refrain from any dating relationships for the duration of the program.

Below are some guidelines for BHC students to follow:

- The affection shown to anyone is expected to be the same as that shown to anyone else in the group or congregation. This includes any physical displays of affection public or private. Based on this, students are asked not to have ongoing private communication via any form of texting, social media, internet, phone, etc. with someone of the opposite sex (excluding family).
- Students are asked not to pair off with interns of the opposite sex. This includes riding together as couples outside of an assigned carpool, ministry trip or an event approved by a member of the BHC staff.
- Students are asked not to be involved in social media, phone or Internet messaging relationships with the opposite sex—either romantic or social.

## HARVEST OFFICES

BHC meets in the conference room of the Harvest Church offices. We ask all students to cooperate when church events interrupt normal facility usage. Any usage of the classroom outside of normal school hours must be scheduled through the church office. Because it is a shared facility, it is essential that the following guidelines be observed:



- Throughout the school year, different interns will be assigned to keep the student area clean (i.e. make coffee, tidy up counters and student fridge). This is more than keeping the school space tidy but keeps things ready for church classes or small groups that also use that room!
- Check with the front desk before proceeding to the office of any Harvest staff.
- Printing on the main office printer or using the office copy machine for personal assignments is not permitted.
- Do not remove any office equipment or supplies from the premises. Anything used in the offices will be returned to its appropriate place after use.
- Volunteer room computers will not be available for student use unless given direct permission from the front desk.
- Loud or foolish behavior in or around the office building is not permitted.



# ACADEMICS

The Administration Office is available to help you with registration, transfer questions, grade reports, transcripts, graduation issues, and more. Be sure to inform the Admin Office if you change your address, phone number, or email address.

## AFFILIATE STATUS

Boise Harvest College is an affiliate of Portland Bible College in Portland, Oregon. PBC requires a minimum of 40% of credits towards a degree to be taken directly from them, either on campus or through their online program. BHC is designed in such a way to meet this standard by incorporating PBC online courses into its school schedule. All students who successfully complete the BHC internship program in its entirety will meet the requirements to complete an official PBC degree.

Boise Harvest itself is not degree granting. Upon successful completion of year two, BHC students will receive an Associate Degree in Theology from PBC. Students can pursue further education through PBC or transfer their degree to continue their education through another school.

\*Affiliate courses can only be transferred to PBC if the final grade is above a C. Any final course grade below a C will have to be retaken to qualify to be transferred to PBC towards a degree.

## REGISTRATION

**DATES AND DEADLINES:** Registration for the fall semester closes the last week of July. For part-time students, registration for the spring semester closes the first week of December.

**COURSE REGISTRATION:** Accepted full-time applicants will be registered in BHC program courses; no action is required on behalf of the student. Returning students must be in good standing with the school, including having met all financial obligations from the previous semester. A student may attend and receive credit only for courses for which they are registered.

**REQUIRED COURSES:** Full-time students are required to follow the order of the program's progression. This especially applies to students interested in furthering their education through PBC at a later date. All courses offered by BHC currently work toward an associate degree in theology.

## CLASSROOM PROTOCOL

The key to effective learning in the classroom is maintaining attention. The following protocol for our classrooms is designed simply to increase attention and learning:

1. Be on time and ready to learn by the beginning of the class period.
2. You may bring a drink to class, but food is not allowed.
3. Do not mark the roll sheet for other students.
4. You may use your laptop computer or other digital device in class, but do not use it for any other purpose than note taking. We ask students to disable Wi-Fi during class periods, and/or put their device in airplane mode. Exceptions may be made by instructors for educational purposes.
5. We ask students to leave mobile phones outside the classroom during class periods to reduce distraction.
6. Please do not leave the classroom during the class period unless it is an emergency.
7. Students are not permitted to leave the class early.



8. Study notes should not be taken into an examination. If you are more than 10 minutes late for an exam, you will not be allowed to take it. All electronic devices are to be turned off during an exam.

## ONLINE COURSES

**LECTURE WATCHING POLICY:** Each student will be responsible to listen to all the lectures. It is our goal to fit all online lectures into class periods during the school week. However, at times students will be required to complete lectures during their own homework time. Should a student miss an online class period, they will be required to complete the missed lecture(s) on their own.

**SUBMITTING ASSIGNMENTS ONLINE:** All assignments must be submitted online in the corresponding electronic drop box on Populi (student platform for online classes). Only one file will be accepted for each drop box item. All papers are required in MLA format and must be submitted in either Microsoft Word (.doc) or PDF (.pdf) file formats.

**ONLINE LATE ASSIGNMENT POLICY:** Assignments and tests must be turned in by 11:59pm on the day they are due (Pacific Standard Time). For each week that an assignment or test is late, it will receive a further letter grade reduction. An assignment will be considered late unless the student has prior permission for a later due date. No assignments will be accepted after the end of the semester. Students will be locked out of tests that are not taken on time and must contact the teacher directly in order to notify them they missed the deadline and request it be unlocked.

**TECHNICAL REQUIREMENTS:** Students must install the current version of JavaScript. The PBC online player will work on Windows and Mac on most browsers (Chrome, Firefox, etc.). A student must have Microsoft Word or Pages in order to submit assignments. If you have technical difficulties during the term, send a help request to [pbchelpdesk@portlandbiblecollege.org](mailto:pbchelpdesk@portlandbiblecollege.org), and someone will respond within 24hrs (except during weekends).

Intro to Bible Study is a first-year course that is a prerequisite for other PBC courses. This course requires a software program that has certain system requirements. All students must visit <https://www.logos.com/system-requirements> to ensure that their system can handle this software.

**ONLINE ACADEMIC CREDIT POLICY:** Successful completion of a course with a grade point of 2.0 or better will allow you to accumulate academic credits toward associate and bachelor's degrees at PBC.

## STUDENT RESOURCES

BHC maintains a small library to support the student's academic pursuits. It is expected that students respect the following guidelines:

1. All books taken from the library must be properly checked out through the Administrator.
2. No general reference book, such as an atlas or a concordance, may be taken off campus.
3. Violation of resource policies may result in the suspension of resource privileges, fines, or both.

Books can be checked out for two weeks at a time, the student can renew each book twice in person or via email. Late book fines accrue at \$.50/day with a maximum fine of \$50.00. Fines are due throughout the semester when they are accrued. You can pay these fines in person to the Administrator or online. Accounts must be paid in full in order to graduate, receive transcripts, or enroll for the next semester.



## COURSEWORK AND GRADING

**ACADEMIC HONESTY:** The Bible is quite clear concerning the need for honesty and integrity in all things. Honesty and integrity are essential for learning and accomplishing your educational goals. Academic dishonesty involves things such as:

- Plagiarism, claiming the work of others as your own without specific acknowledgement. Making minor changes in wording does not make the work your own. No written assignment should quote another source without appropriately documenting that source.
- Submission of a paper that is primarily a compilation of the works of others. Over half of the words in any paper must be the words of the student writing the paper.
- Collaboration (i.e. writing a paper with someone else so that the resulting paper is not the product of the person turning it in), unless specifically allowed by the instructor.
- Submission of the same, or essentially the same, work in more than one course without prior consent of the instructors involved.
- Submission of previously submitted assignments/papers as new work.
- Submission of work as your own which has been significantly edited by another person. (It is acceptable to have someone help to proof for grammatical errors; however, it is not acceptable that another make significant changes for the student.)
- Allowing another student to use your work for his/her assignment or helping another student in such a way as to falsely portray their knowledge base and academic performance.
- Giving or receiving unauthorized test information prior to the exam.
- Using unauthorized sources for answers during an exam.

Academic dishonesty is a serious matter as it violates the student's commitment to real learning and destroys academic trust. The consequences may range from a failing grade for the assignment or exam, a loss of course credit, to a dismissal from school.

**LIVE CLASS LATE WORK POLICY:** An assignment will be considered late unless the student has *prior* permission for a later due date. For each day an assignment is late, it will receive a letter grade deduction. Assignments will not be received after 7 days from their original due date.

**GRADING:** Faculty members are responsible to inform a student as to the effect coursework has on the student's final grade for the course. This is done according to the system described below:

A-(100-94%)	Superior Scholarship
B-(93-86%)	Above Average
C-(85-78%)	Average
D-(77-70%)	Below Average
F-(Below 70%)	Failing

If a student believes that a grade for an assignment or course was inappropriate, they should discuss the matter with the instructor. This appeal must be made in a timely manner (close to the time the student was given the grade). The Director may make the final decision or refer it to the faculty, particularly if the Director is the instructor involved.



**GRADE REPORTS:** Instructors submit their final course grades to the Administration Office; the students grade report is issued from that office to students who are in good financial standing. Grade reports, transcripts, and degrees are not issued until all outstanding balances (including fines and fees) have been cleared.

## ACADEMIC PROBATION

If a student's GPA falls below 1.0 or a D in any course at any time during the semester, they will be placed on academic probation. This is a warning that a student must meet scholarship standards to remain in school. Students placed on academic probation will be required to find a tutor and must improve their grade to be taken off academic probation. A student on academic probation must appeal for reinstatement by writing a proposal as to how they intend to address their previous academic deficiencies.

## PART-TIME STUDENT REQUIREMENTS

All part-time students will be held to the same protocols as outlined in this handbook.

**REGISTRATION DATES AND DEADLINES:** Registration for the fall semester closes the last week of July. Registration for the spring semester closes the first week of December.

**COURSE REGISTRATION:** Part-time students that wish to select courses on a semester basis can contact the Administrator to request a list of courses offered each semester. Returning students must be in good standing with the school, including having met all financial obligations from the previous semester. A student may attend and receive credit only for courses for which they are registered.

*Adding or dropping a course:* Within the first two weeks of a semester, a part-time student may add or drop a course by contacting the Administration Office. If a course is dropped within the first two weeks, there will be no record of it on the student's transcript. After the first two weeks, students are unable to change their registration (switch to a different course), as they would have missed too many classes.

*Withdrawing from a course:* After the first 2 weeks, a part-time student may withdraw from a course by contacting the Administration Office, which will notify the teacher or proctor. Based on the teacher's calculation, the student's grade will be noted on their transcript. The record will show that the student either withdrew passing the course (WP) or withdrew failing the course (WF). Without approval from the Administration Office, i.e., should a student merely cease to attend a course, the student's grade for that course will be recorded as a failure on their permanent record and will be computed into their GPA.

**PART-TIME SCHEDULE REQUIREMENTS:** Part-time students are expected to faithfully attend weekend corporate services and a weekly small group. Students signed up for the mission trip will be required to attend all student devotions and pastoral times in the fall semester in preparation for the trip.

**MISSIONS TRIP:** Part-time students that are taking 8+ credits in the fall semester (half-time enrollment) are eligible to participate in the missions trip. Fifty percent of the \$3,000 missions trip fee is due at the beginning of the fall semester with the remaining 50% due in monthly payments over the course of the fall semester. *Part-time students cannot participate in the missions trip if the missions cost is not paid in full.* Monthly payment amounts will be added to the student's tuition



payments and detailed on their financial contract, signed at Orientation. Part-time students can disqualify themselves from participating in the missions trip on the same basis as full-time students.

**PART-TIME PAYMENT PLAN:** The tuition fee for a part-time student is \$180 per credit hour. These tuition fees are per semester and due in monthly installments. Thirty percent of tuition is due at the beginning of the semester with the remaining 70% due over the remaining 3 months. Part-time students are held to the same payment due dates and late fee penalties as full-time students. Part-time students' financial agreements will be per semester, due to the nature of their enrollment. See table.

Credit Hours:	Cost:	Down payment:	Monthly payment:
3 credit hours	\$540	\$162	\$126
5 credit hours	\$900	\$270	\$210
8 credit hours	\$1440	\$432	\$336

## VIOLATION OF BHC POLICIES

To maintain the integrity of BHC, students must adhere to the standards set forth in this handbook. Boise Harvest College reserves the right to dismiss a student for violation of the policies of this handbook, violation of the Pledge of Honor, or failure to meet the academic standard. In most circumstances, the following procedures will be taken for a violation:

**Verbal** – If a violation occurs, a verbal warning will be given and noted.

**Written** – If there is no measurable change within fourteen days, a written warning will be issued and the student will be placed on probation. If the written warning pertains to academics, the student will be placed on Academic Probation with weekly attendance and grade accountability from the BHC Director (or someone assigned by the Director).

**Dismissal** – If, for any reason, the verbal and written warnings have not resulted in measurable change, the student will be dismissed from the program and released from any further obligations to BHC. All funds paid are non-refundable.

The student's enrollment in BHC is regarded as consent to abide by the standards of the college. Any serious or habitual disregard of these standards will be dealt with by the Director, and their decision will be final. If a situation warrants, a student may be dismissed from BHC immediately by the BHC Director for violation of BHC policies.



# BOISE HARVEST COLLEGE PLEDGE OF HONOR

I, \_\_\_\_\_, believe that it is the will of God for me to be enrolled in Boise Harvest College for the 2022-2023 school year. I believe that God desires to do a significant work in my life that includes a deeper understanding of His Word, a stronger personal relationship with Him, the further maturing of my Christian character, the strengthening of personal disciplines in my life, the sharpening of my ministry skill, and the development of lifelong friends.

Because of this, as a student enrolled in Boise Harvest College, I make the following pledge:

- 1. I PLEDGE** to diligently pursue the spiritual opportunities and engage in spiritual activities that will help me to grow in my own relationship with God and to become better equipped to serve and minister to others.
- 2. I PLEDGE** to remain open to the dealings of the Holy Spirit in all areas of my life that are not consistent with Christian character and true godliness.
- 3. I PLEDGE** to apply myself wholeheartedly to my intellectual pursuits, to focus my attention on learning in the classroom, and to maintain a spirit of excellence in all that I do.
- 4. I PLEDGE** to be respectful and responsive to the authorities that God has put over me during this season including all college and church leaders.
- 5. I PLEDGE** to be responsible for the financial commitments that I have made and to whom I have made them. I understand that failure to make payments on time can jeopardize my position as a student at Boise Harvest College.
- 6. I PLEDGE** to take care of my body with sound health and habits.
- 7. I PLEDGE** to abstain from all immoral, unethical, and illegal acts and habits, whether on or off campus. In addition, I will not use tobacco, marijuana, alcohol, or abuse drugs of any kind. I will not engage in other behavior that is contrary to the Student Handbook.
- 8. I PLEDGE** to cultivate good relationships with others, to do my part to resolve conflicts that may arise, and to seek to love others as Christ commands.
- 9. I PLEDGE** to attend all classes, chapel, and church services as prescribed as well as special corporate events.
- 10. I PLEDGE** to abide by the guidelines and standards of conduct as outlined in the Boise Harvest College Student Handbook or any other guidelines issued in oral or written form by the officials of the college, understanding that failure to cooperate could result in my dismissal from the college.

I further understand that my signature below is my acceptance of the entire Pledge of Honor and completes a contract between myself and Boise Harvest College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_